



April 16, 2004

OKLAHOMA BULLETIN NO. OK300-4-15**SUBJECT: LTP – Second Party Review of Environmental Quality Incentives Program (EQIP) Application Evaluations**

Purpose: To provide instruction on second party review and documentation procedures for fiscal year 2004 EQIP applications evaluations.

Expiration Date: September 30, 2004

The attached national bulletin 300-4-4 established a requirement for second party reviews of EQIP application evaluations. The purpose of this review is to ensure consistency and accuracy, and to avoid the appearance of bias in application ranking. These reviews are to be conducted by an individual knowledgeable of Natural Resources Conservation Service (NRCS) rules, regulations, and policies, as well as a working knowledge of the application evaluation criteria used at the local level.

Discussion with Gary Kobylski, Acting National EQIP Program Manager, and Wally Turner, Programs Team Leader, on April 14, 2004, further clarified the instruction to include a five percent review of all evaluations. The intent of the instruction was not to require a 100% review of all application evaluations. Each district conservationist will ensure five percent of all ranked applications are reviewed by another appropriately qualified NRCS employee. The date and initials of the reviewer shall be placed on the lower right hand corner of the first page of the ranking worksheet after the review is completed.

The review will be conducted in a manner that ensures representative samples of each employee's evaluations are reviewed. Second party reviewers may be other field office employees or other NRCS personnel. Programs quality reviews for fiscal year 2004 will review compliance with this bulletin. Application evaluations reviewed during the programs quality review process will be documented according to the bulletin and counted towards meeting the five percent requirement.

Questions concerning this information should be forwarded to the appropriate Zone Program Liaison or Programs staff member.

/s/ Mark Habiger, Acting For

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AO